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# WHAT'S NEW!

## What is DDS?

By Laura Cross

The Deployable Disbursing System (DDS) was developed to fulfill a need for a disbursing system to maintain accountability of U.S. Treasury funds entrusted to disbursing agents. DDS automates a variety of disbursing office functions, including military pay, vendor pay, miscellaneous payments, collections, deposits, and financial reporting processes. It is currently in use worldwide by DFAS, the Army, and the Marine Corps. Soon, DDS will be implemented for the Navy.

Here are a few of the capabilities and advantages of DDS:

- DDS automates all required disbursing officer accountability reports and data for the DoD financial statements.
- DDS includes disbursement and collection processes which allow system users to input cash, Treasury check, and domestic/international Electronic Funds Transfer (EFT) with appropriate accounting information.
- DDS Exchange transactions provide the ability for a cashier or agent to cash checks and perform foreign currency conversions.
- Automated vouchers in the system capture and display key DDS transaction information, such as the Cash Collection Voucher (DD Form 1131) and Public Voucher for Purchases and Services Other Than Personal (SF 1034).
- DDS produces Treasury check and EFT payments in both U.S. dollars and foreign currencies.
- DDS has query capability to retrieve and view history records, track all transactions, and to view the various accountability reports.

Stay tuned for more details about DDS in the upcoming newsletters.

# Who is the DDN Project Team?

By Eric Vaessen

The Deployable Disbursing System to Navy (DDN) project involves a cross-functional team of people from organizations in both the Navy and DFAS.

Currently, leadership from DFAS and the Office of the Assistant Secretary of the Navy, Financial Management Policy and Systems (ASN, FMP) are coordinating efforts to finalize a Navy DDS implementation plan.

To help support this effort, OPNAV N415 has designated Commander, Naval Supply Systems Command (NAVSUPSYSCOM) as the Navy Project Management Office (PMO). As the Navy PMO, NAVSUPSYSCOM will be taking an active role in all future announcements, implementation actions, and sustainment efforts.

Partnering with FMP, DFAS Disbursing Operations is facilitating the organizational change management process. A team from the Standard Disbursing Initiative (SDI) is directly supporting the change management process within DFAS, bringing together team members from a range of disbursing-related departments at DFAS, as well as communications and project management.

In addition to partnering with FMP and NAVSUP PMO, the DFAS SDI Project team will be coordinating Government-Wide Accounting modernization efforts led by other DFAS offices that impact Navy disbursing. This includes initiatives for improved cash reporting and reconciliation through the Defense Cash Accountability System (DCAS), and the impact of the DDS implementation on procedures for functions performed in the Navy Cash System and the Intra-Governmental Payment and Collection System (IPAC).

As you can see, the DDN project relies on the partnership and collaboration of a host of DoD organizations from both the Navy and DFAS to maximize shared resources and make the transition as smooth as possible.

# NAVY CASH SAILOR OF THE MONTH

## JANUARY 2018



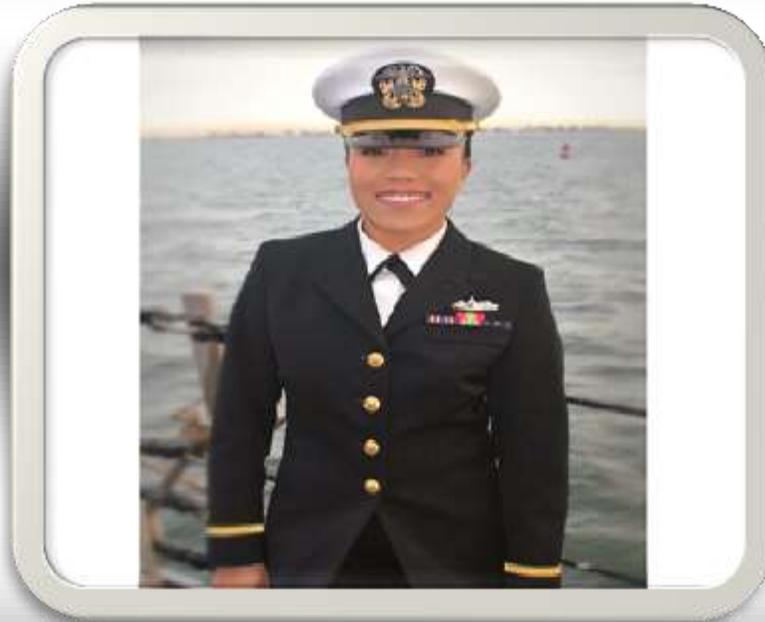
LTJG Xiao Chen aboard USS GERMANTOWN (LSD 42), homeport Sasebo, Japan, has been selected as the Navy Cash Sailor of the Month for January 2018.

LJG Chen serves as the Disbursing Officer and Assistant Supply Officer on one of the finest forward deployed Amphib ships in the U.S. 7th Fleet area of operations in support of security and stability in the Indo-Asia Pacific region. Since reporting onboard, LTJG Chen has performed the challenging duties of Disbursing and Navy Cash Accountable Officer during two patrols and one arduous Drydock Selected Restricted Availability. He provided exceptional disbursing service while consistently maintaining zero "Aged" negative balance accounts by mentoring young Sailors and embarked Marines in proper management of their Navy Cash and personal bank account. He sustained an uninterrupted Navy Cash and Disbursing service between the ship and the berthing barge during the 2017 Drydock Selected Restricted Availability. His Disbursing and Navy Cash Operation received an overall grade of "OUTSTANDING" from the December 2017 unannounced audit by Fleet Examination Group as result of his flawless financial and administrative skills and commitment to excellence. LTJG Chen "hit-the-deck" running during the Navy Cash financial agent transition between two banks and propounded a master plan on the re-carding efforts, achieving a highly successful card distribution rate.

LTJG Chen has performed his duties immaculately by overcoming the unique challenges of Forward Deployed Naval Forces and has set the standard for all junior Supply Officers to follow in his footsteps. It is a great honor to recognize LTJG Chen as the January 2018 Navy Cash Sailor of the Month.

# NAVY CASH SAILOR OF THE MONTH

## FEBRUARY 2018



ENS Izah Lama, Disbursing Officer onboard USS The Sullivans (DDG-68), has been selected as the Navy Cash Sailor of the Month for February 2018. Since reporting onboard in July 2017, her leadership, drive, and determination to be the best Sales/Disbursing Officer on the waterfront produced remarkable results, quickly building her an outstanding reputation amongst the Supply community. ENS Lama submits all required reports to DFAS, U.S. Treasury and TYCOM on time and with zero errors noted. During the most recent Field Examination Group Disbursing Audit, she scored 99.19%, the best score on the Mayport waterfront in the past 2 years and earned exceptional praise from FEG inspectors. ENS Lama is the future of the Supply Corps and is truly deserving of this recognition as the Navy Cash Sailor of the month.

Submitted by Hugh Chin, Navy Cash Fleet Support. NAVSUP Fleet Logistics Center Norfolk.

# NAVY CASH SAILOR OF THE MONTH

## MARCH 2018



LTJG Beau Citrone of the USS STOCKDALE (DDG 106) home-ported in San Diego, CA has been selected as the Navy Cash Sailor of the Month for March 2018. He was selected for his demonstrated dedication to customer service, outstanding technical knowledge, and continuous process improvement to benefit the Sailors who interact with the Navy Cash program. During his tenure as the Disbursing Officer he has maintained the Navy Cash program during a successful deployment to 7<sup>th</sup> Fleet working quickly to troubleshoot and correct any equipment errors with the Navy Cash server or CADS ensuring service availability for all watch sections. Upon return to homeport LTJG Citrone arranged and supervised the successful transition of the Navy Cash server from the ship to a barge in preparation for a DSRA with minimal service stoppage and then the reinstallation of the server on the ship nine months later. As the ship reached the end of the Maintenance Phase and began the Basic Phase he not only worked to ensure all 300 crew members had working Navy Cash accounts with the proper documentation, but proactively coordinated with the many ship riders so that they were able to pay their Mess Bill and take advantage of the Ship's Store products enhancing their time on board STOCKDALE. More recently LTJG Citrone coordinated the upgrade of the Navy Cash system on board and provided training to all Point of Sale operators on the new machines ensuring the fund raising activities were not affected. At all times during his tenure he has actively worked to correct any deficiency and provide constructive feedback to assist with future development of the Navy Cash program. A resounding Bravo Zulu and well-deserved congratulations to the LTJG Beau Citrone onboard USS STOCKDALE!

Submitted by Andy Yager. Navy Cash Fleet Support. NAVSUP Fleet Logistics Center San Diego.

# Navy Cash SOP Change Notices

The following is a list of the most recent SOP change notices. Disbursing Officers are required to keep a copy of all effective SOP changes notices on file for inspection with their current version of the SOP. If you are missing any of the effective notices, you can download a copy from the Treasury Navy Cash website at [navycash.gov](http://navycash.gov) and click on “Procedures”.

NC Ver. 1.4.7.1  
SOP Ver 1.5

2014-005	Appointment of Navy Cash Deputy Is Mandatory	✓
2014-006	Transfer Member Profile and Unsuspend Account Using Disbursing Web Site	✓
2014-007	Updated Recommendations for Spare Navy Cash Card Stocks	✓
2014-008	Navy Cash System Administration Password Changes — Revised	✓
2015-001	Navy Cash Merchant Established for Second Class Association	✓
2015-002	Shipping Equipment with Batteries Contained in Equipment	✓
2015-003	New EOM Summary Report and Elimination of EOM Spreadsheet	✓
2015-005	Navy Cash Equipment Ownership and Maintenance Responsibilities	✓
2015-006	Recommendations for Spare Navy Cash Card Stocks—Revised	✓
2015-007	Navy Cash System Documentation Now Available on SAILOR 2.1	✓
2016-001	Residual Funds on Navy Cash Cards	✓
2016-002	Treasury Navy Cash / Marine Cash Website Address Change	✓
2016-003	Navy Cash System Administration Password Rotation —Revised	✓
2016-004	Recommendations for Spare Navy Cash Card Stock Revised	✓
2016-005	Vendors Using Misc. Events Transient Merchant	✓
2016-006	New Enrollment Forms and Requirement for Full Date of Birth	✓
2017-001	Navy Cash Disbursing Application Access Control	✓
2017-002	Collect and Destroy Expiring Navy Cash Visitor Cards	✓
2017-003	Negative Balance Collection and Disputed Transactions	✓
2017-004	Navy Cash Internal Policies, Procedures and Controls	✓
2017-005	Change in Fax Number to Send Affidavit on unauthorized Transactions	✓

## Additional Resources



Navy Cash technical documentation is being moved to SAILOR 2.1 hosted by SPAWAR.  
Documents will be available at: <https://sailor.navy.mil/sailor/home.cfm>

## Navy Cash Treasury Website

[Navycash.gov](http://Navycash.gov)

Or

<https://www.fiscal.treasury.gov>

## NAVSUP News and Media

<https://www.navsup.navy.mil/navsup/news>

## Future Events

<b>Location</b>	<b>Date</b>
Norfolk-FEM	24-25 April
San Diego-FEM	24-25 July
Bremerton/Mayport-FEM	18-19 Sept
Norfolk/TBD-FEM	14-15 Nov

## Upcoming Refresher Training

<b>Location</b>	<b>Date</b>
San Diego CA	17-20 April 2018
Mayport FL	TBD

# Points of Contact

## Federal Reserve Bank of Boston Customer Service Center (CSC)

### Customer Service Center (CSC)

Cardholders: (866) 3NAVYCASH or (866) 362-8922

Website: [www.navycash.com](http://www.navycash.com)

E-mail: [navycashcenter@frb.org](mailto:navycashcenter@frb.org)

Disbursing Offices/Merchants: (866) 6NAVYCASH or (866) 662-8922

Website: [www.navycashcenter.com](http://www.navycashcenter.com)

Email: [navycashcenter@frb.org](mailto:navycashcenter@frb.org)

Fax: 1-617-619-8945

### Others:

FAX: (617)-619-8945

Enrollment Forms Shipping Address: FRB-TCC  
Attention: Forms  
3913 Riga Blvd  
Tampa, FL 33619  
(866) 662-8922

## NAVSUPHQ Navy Cash Program Office

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